

TU' KWA HONE NEWSLETTER

Burns, Oregon

May 4, 2020

Burns Paiute Tribe

100 Pasigo St.

Burns, OR 97720

541.573.8016

TRIBAL COUNCIL CONTACT:

Chairman - Cecil Dick

541.589.5264

Burns Tribal Chief of Police

Alan Johnson—541.589.1030

**Family & Children Services. /
ICWA**

Jody Richards—541-573-8005

Domestic Violence / Assault-

Teresa Cowing,
541.573.8053 / 541.413.0216

Police After hours:

**Call Harney County
911**

**Non – Emergency
541.573.6028**



HIGH COUNTRY HEALTH AND WELLNESS CENTER — — — — — HARNEY COUNTY HEALTH DEPARTMENT



PublicHealth
Prevent. Promote. Protect.

COVID-19 Update 4/28/2020

Dear Harney County residents,

Harney County has a new case of COVID-19, which is completely unrelated to the first case. This new case will show up as a Harney County case on the Oregon Health Authority (OHA) website. This person appears to have contracted the virus outside of Harney County. However, there is a potential for community exposure. The Harney County Health Department is actively conducting contact investigation. If you had direct contact with this individual, you will be notified by the health department.

We remind you again that everyone should continue practicing social distancing. Stay home unless you have to go out for necessary items. Wear a cloth face covering when you are out in public. Maintain good hand hygiene by frequently washing your hands or using an alcohol-based hand sanitizer. Assume that everyone you come in contact with is positive for the virus.

The Harney County Health Department is dedicated to the safety of the public and is working diligently to track down any contacts. The health department is also dedicated to the privacy of the individual who has COVID-19 and will not be releasing any specifics regarding this case.

Sincerely,

Jolene Cawfield, FNP

Jolene Cawfield, FNP
Harney County Health Department
Public Health Director

HAPPY MOTHER'S DAY



FREE GRAB-N-GO FOOD FOR KIDS 18 & UNDER

**Provided by Harney School District #3.
Mon-Thurs (through April 28th)**

Locations:

Slater from 10:30-11:30am

BHS from 12-1pm.



**Kids will also get a free book
(while supplies last)**



Burns Paiute Tribe

Police Activity

On April 8, 2020 at approximately 6:15p.m., Burns Paiute Tribal Police with the assistance of the Harney County Sheriffs Office and Burns Police Department seized 1.5 ounces of methamphetamine from the Reservation. Information leaded to a consent search at a residence on the Reservation. An arrest was made on Sean J. Cook for Possession of a Controlled Substance, methamphetamine. Mr. Cook is currently being held at the Harney County Jail on local charges, that occurred on the same day for Possession of a Controlled Substance, methamphetamine.

SUSPECT

Sean J Cook

DOB 12-10-74

On April 17, 2020, Burns Paiute Tribal Officers arrested Thomas Infante at the RV Park. Officers believed that Mr. Infante was in a vehicle that entered the RV Park near the Hemp Plant. Mr. Infante was wanted on a Parole warrant out of Idaho. Arrested Mr. Infante, further investigation revealed that Mr. Infante had a small plastic baggy that tested positive for methamphetamine. Mr. Infante had been excluded from the Burns Tribal Reservation for drug activity. Mr. Infante was transported the Harney County Jail.

SUSPECT

Thomas Infante

DOB 04-21-86



LET'S LEARN & GROW TOGETHER!

**Making Parenting A Pleasure
Presented by Bob Yunker**

As we face new challenges such as working from home with children or sudden unemployment The Frontier Oregon Parent Education Hub would like to offer a free virtual parenting series.

This free six week class is for parents, grandparents, foster parents, teachers, or any child's caregiver wanting to learn positive tools for raising responsible caring children.

**Classes will be held via Zoom every Tuesday from 6-7pm,
Starting May 5th through June 9th.**

**To register contact Sabrina @ 208-982-2676
Or
hetherws@harneyesd.k12.or.us**

**This activity is sponsored by
The Frontier Oregon Parent Education Hub
&
The Oregon Parent Education Collaborative**

10 Steps for Staying Safe on Social Media

- 1. No Such Thing as Private** The internet is like an elephant -- it never forgets. While spoken words leave little trace and are quickly forgotten, written words endure in the online environment. Whatever you post, tweet, update, share -- even if it's deleted immediately afterward -- has the potential to be captured by someone, somewhere, without your knowledge. This is especially true of social networking sites including private messages shared between two people and postings to a private group. There is no such thing as "private" in the world of social media because anything you put up can potentially be grabbed, copied, saved on someone else's computer and mirrored on other sites -- not to mention hacked by thieves or subpoenaed by law enforcement agencies.
- 2. A Little Bird Told Me** Every time you use Twitter, the government keeps a copy of your tweets. Sounds crazy, but it's true. According to the Library of Congress blog: "Every public tweet, ever, since Twitter's inception in March 2006, will be archived digitally at the Library of Congress... Twitter processes more than 50 million tweets every day, with the total numbering in the billions." And experts predict the information will be searched and used in ways we can't even imagine. (This gives new meaning to the phrase "A little bird told me...")
- 3. X Marks the Spot** Be cautious about using geo-location services, apps, Foursquare, or any method which shares where you're at.
- 4. Separate Work and Family** Keep your family safe, especially if you have a high profile position or work in a field that may expose you to high-risk individuals.
- 5. How Old Are You Now?** If you must share your birthday, never put down the year in which you were born. Using the month and day are acceptable, but adding the year provides an opportunity for identity theft.
- 6. It's Your Fault If It's Default** Keep track of your privacy settings and check them on a regular basis or at least monthly. *Do not assume that the default setting will keep you safe*
- 7. Review Before Posting** Make sure your privacy settings enable you to review content in which you've been tagged by friends before they appear publicly on your page. This should include posts, notes, and photos. It may seem tedious, but it's much easier to deal with a small amount each day than to have to go back through weeks,

months and even years to ensure that any and all content related to you puts forth an image you're comfortable living with.

- 8. It's A Family Affair** Make it clear to family members that the best way of communicating with you is through private messaging or email -- not posting on your page. Often, relatives who are new to social media don't understand the difference between public and private conversations and how they take place online. Don't hesitate to delete something that is too personal for fear of hurting Grandma's feelings -- just make sure you message her privately to explain your actions, or better yet, call her on the phone.
- 9. You Play, You Pay...in Loss of Privacy** Online games, quizzes, and other entertainment apps are fun, but they often pull information from your page and post it without your knowledge. Make sure that you know the guidelines of any app, game or service and do not allow it unfettered access to your information. Likewise, be cautious about responding to notes shared by friends along the lines of "10 Things You Didn't Know About Me." When you answer these and post them, you're revealing personal details about yourself that may enable others to figure out your address, your workplace, the name of your pet or your mother's maiden name (often used as an online security question), or even your password. Do enough of these over time and someone who is determined to learn all about you can read the answers, cross-reference information obtained through your friends' pages, and glean a surprising amount from these seemingly casual revelations.
- 10. How Do I Know You?** Never accept a friend request from someone you don't know. This may seem like a no-brainer, but even when someone appears as a mutual friend of a friend or several friends, think twice about accepting unless you can concretely identify who they are and how they're connected to you. In many professional circles involving large organizations, all an "outsider" has to do is obtain one friend on the inside and it snowballs from there, with others thinking that a total stranger with no personal connection is an unfamiliar co-worker or occasional business associate

Thoughtco.com

Domestic Violence & Sexual Assault Program

Cell (541)413-0216

**National Day of
Awareness for
MMIW/MMIP**

May 5

**Domestic Violence &
Sexual Assault Program
Cell (541)413-0216**



ATTENTION: Wadatika Health Center
New Procedures For Clinic Appointments

Barbara Rothgeb, Nurse Practitioner, will be seeing patients at Wadatika Health Center (WHC) again starting Wednesday, April 1, 2020. To follow recommended COVID-19 prevention measures WHC will keep the clinic doors locked to prevent unnecessary exposure to community members and staff. If you need to see the Nurse Practitioner you must call WHC to make an appointment by calling 541-573-8050. Depending on your medical need you will be able to be seen by video or talk to her by telephone conversation. If necessary, the Nurse Practitioner will refer you to the health department in town or to Harney District Hospital.

Education Program

April 27, 2020

- ♦ Harney County School District #3 (HCSD#3) is providing *Distance Learning for All*. Students are completing their school assignments by work packets or online through May 28, 2020.
- ♦ Please contact your student's teacher, if you have any questions regarding the school assignments.
Slater Elementary (573-7201); Hines MS (573-6436); Burns HS (573-2044)
- ♦ Next week, the Burns High School will send an announcement on the plans for honoring the Class of 2020.

RESOURCE LINKS (Updated Weekly)

K-12 Academic Links & Learning Resources for HCSD#3: <https://www.burnsschools.k12.or.us/>

Slater Elementary School:

- <https://sites.google.com/hcsd3.k12.or.us/slaterbulldog-slaterhomepage/slater-home>

Hines Middle School:

- <https://www.smores.com/d2jg8-hms-connection>

Burns High School:

- <https://www.burnsschools.k12.or.us/Domain/8>
- BHS sent out a notification to parents/guardians regarding Senior students and the new 2020 Graduation Pathways. If you need information about it, please contact the Education Program or TAPP.

Crane School District: <https://www.smores.com/g7sw6>

Internet Access: Please note HCSD#3 has internet access support for families. Families that requested internet access with HCSD#3 support are completed with set-up. Tuwakii Nobi is also offering internet access for students. Please contact Elise Adams, Tuwakii Nobi Coordinator, at 541-573-1572 for additional details.

Information about COVID-19: <https://govstatus.egov.com/OR-OHA-COVID-19>

If you have any questions, please contact the BPT Education Program, Tuwakii Nobi, or TAPP.

Contact Information:

- Vanessa Bahe (Hours: Mon-Wed, 8:30 am—5:00 pm):
Education/Employment Assistance Coordinator, 541-573-8007, vanessa.bahe@burnspaiute-nsn.gov
- Elise Adams, Tuwakii Nobi Coordinator, 541-573-1572, elise.adams@burnspaiute-nsn.gov
- Scott Smyth, Tribal Attendance Pilot Project Coordinator (TAPP), 541-589-1849,
scottsmyth@hcsd3.k12.or.us



April 23, 2020



Economic Development Department

Tracy Kennedy—Community Economic Development Coordinator

(541) 573-8014

NOTICE:

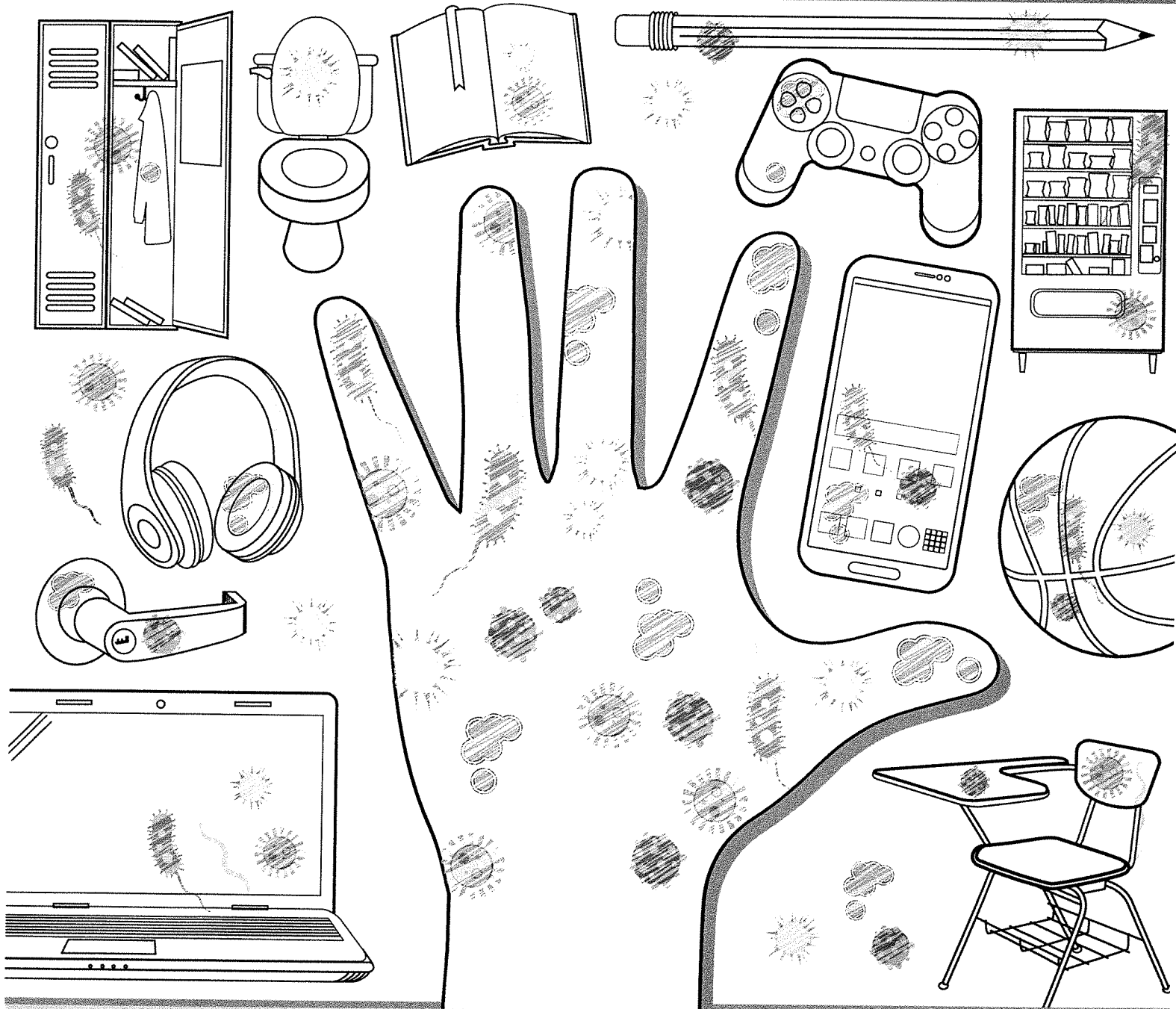
TRIBAL MEMBERS ARE ELIGIBLE for the Coronavirus Aid, Relief and Economic Security Act (CARES Act) stimulus payment. Most eligible U.S. taxpayers will automatically receive the impact payment including: Individuals who filed a federal income tax in 2018 or 2019 AND those who receive Social Security retirement, disability (SSDI), or survivor benefits.

FOR THOSE WHO ARE NOT REQUIRED TO FILE FEDERAL INCOME TAXES OR DON'T GET SSDI, mainly those who have a gross income of less than \$12,200, you can provide the necessary information to the IRS at [IRS.gov](https://www.irs.gov) and click on 'Non-Filers: Enter Payment Info Here'. You will need to include your name, social security number, address and bank account information (optional).

If you need assistance please contact Tracy (by phone only) at 573-8014.

GERMS

are all around you.



Stay healthy.
Wash your hands.

SHARE FACTS ABOUT COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT
1

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

FACT
2

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

FACT
3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT
4

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT
5

You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

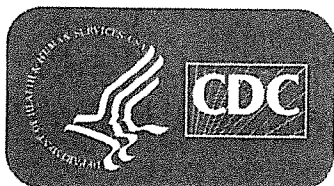
Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

cdc.gov/COVID-19



What Tribal Members need to know about COVID-19

What is coronavirus disease 2019 (COVID-19)?

Coronaviruses are a type of virus (germ) that can cause cold-like symptoms and sometimes serious problems with lungs and breathing. COVID-19 is a novel (new) coronavirus.

What are the symptoms of COVID-19?

Mild to severe respiratory illness, or problems with lungs and breathing. Symptoms include:

- **Fever, cough, and shortness of breath**

How does COVID-19 spread?

Person to person by coughing, sneezing, or personal contact like touching or shaking hands. Someone with mild symptoms may spread the disease without knowing they are sick.

Who is most at risk?

Anyone can get COVID-19. Those at risk of severe illness include:

- **Elders and adults over 60 years of age,**
- **People with heart disease, lung disease, or diabetes.**

How can I protect myself and my family?

Stay at home. "Social distancing" is recommended. This means keeping your family at home and away from others who may be sick.

- If you must go out, try to stay 6 feet away from others.
- Avoid gatherings with other people.
- Avoid touching your eyes, nose, and mouth.
- Do not shake hands, hug, or touch others.
- Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer.

Have there been cases of COVID-19 in our state?

Yes, there have been cases in all 50 states.



If someone gets sick, what can they do?

- **If someone thinks they have been around someone with COVID-19 and they get a fever and symptoms such as cough or trouble breathing, they should call their healthcare provider or local Indian Health Service unit for medical advice.**
- In an emergency, call 911.
- People who are mildly sick with COVID-19 do not need to see a healthcare provider and are able to recover at home.
- Cover coughs and sneezes with a tissue, then throw the tissue in the trash and wash hands.
- Stay home and away from others for 14 days to avoid getting others sick.
- Caregivers should keep sick family members away from others in the home and clean and disinfect surfaces and items that are touched often, like door handles, sink handles, toilets, remote controls, etc.

Is there a vaccine or treatment?

There is no vaccine. The best way to reduce the risk of getting sick with COVID-19 is to practice social distancing and healthy habits like washing hands regularly.

There is no specific treatment for COVID-19, but medical care can help relieve symptoms. If you are sick, call your healthcare provider for instructions.

For more information:
CDC.gov/coronavirus



JOHNS HOPKINS
CENTER FOR AMERICAN
INDIAN HEALTH

Effective March 26, 2020
Source: CDC

The following information is from the State of OR on revised testing for certain groups.

It is the medical providers decision if a person needs to be tested for symptoms of the COVID-19. People in the following groups with fever, cough and shortness of breath will be given priority: Healthcare workers and EMS workers; Residents and staff in a care facility or group living setting; Workers who provide in home services; Essential front line service workers who have regular contact with large numbers of people (people working in grocery store etc.); Patients 60 years of age or older; Patients with underlying conditions including high blood pressure, diabetes, lung disease, heart disease; People who identify as a minority race such as American Indian/Alaska Native or as having a disability; Pregnant women; Patients who had contact with a suspect or lab-confirmed COVID-19 patient within 14 days of their symptom onset;

You must call the ahead of time to speak with your medical provider before showing up to Harney Health Department (541-573-2271) or HDH Family Care (541-573-2071) to discuss your symptoms and to see if you meet the requirements to be tested.

The Nurse Practioner is at Wadatika Health Center on Wednesday mornings from 9 am to 11 am if you wish to make an appointment to be seen for any medical needs you have or discuss if you feel you need to be tested for COVID-19.

COVID-19 symptoms include: 1) Headache 2) Runny nose 3) fever and cough 4) Shortness of breath and 5) Sore throat. These symptoms are very much like flu, so a person is tested first for the flu to rule it out.

The best prevention to protect yourself is 1) WASH YOUR HANDS frequently with soap and water or use an alcohol-based hand sanitizer if soap and water is not available. 2) Cover your coughs and sneezes with a tissue and throw the tissue in the trash 3) Avoid close contact with people who are sick (within 6 feet) 4) Don't touch your eyes, nose or mouth if you have not washed your hands. 5) Clean and disinfect surfaces people often touch.

Barbara Rothgeb, NP, is the communicable health disease investigator for Harney County. She does the tracing to follow up on any communicable disease that happens in Harney County. Wadatika Health Center does not receive any information about anyone who might test positive for COVID-19.

Please call Wadtika Health Center for an appointment to see the Nurse Practioner. 541-573-8050.

LOP Draw Sign-up

Deer Only. Must Sign Up for by May 4th.

166 (Logan Valley and Jonesboro)

147 (Beech Creek)

If you want to sign up please email your name, phone number, and hunt number to: carter.crouch@burnspaiute-nsn.gov

If you have additional questions contact Carter at

940 704-6008

Example

Name	Phone	Hunt #
John Deer	541-573-8086	166-147

General Manager

Job Title:	General Manager
Department:	Burns Paiute Tribal Council
Reports to:	Burns Paiute Tribal Council
FLSA Status:	Full time/permanent (+ benefits after probationary period)
Opens:	Feb 26, 2020
Closes	Open until filled (1 st consideration given to applications received by March 26 th , 2020)
Salary:	\$80,000-\$110,000.00 DOE

POSITION OBJECTIVES:

The General Manager (GM) provides the planning, organization, coordination, monitoring, and direction necessary to ensure effective administrative operations and programs of the Burns Paiute Tribe (BPT) based on existing Tribal goals, strategies, and objectives, within compliance with all applicable Tribal and Federal policies, regulations, and procedures. Furthermore, the GM ensures the organization's structure (table of organization) properly aligns with these goals, strategies, and objectives, including all related Human Services and program delivery requirements. Finally, the GM ensures that the staff is competent and receives any-and-all necessary training required to effectively do the work required by their jobs. It is the GM's responsibility to maintain the highest service level possible within the staffing and financial limits of the BPT.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Ability to promote the Burns Paiute Tribe's mission, vision, values, goals, and objectives in order to establish unity amongst staff. Must be able to provide constructive assistance in the resolution of interpersonal and interdepartmental misunderstandings, conflicts, etc.
2. Ensure development and any appropriate and necessary updating of a five-year strategic plan for the BPT and gain Council approval of the plan.
3. Coordinate the development, understanding, support, updating, and evaluation of annual tribal goals, strategies, and objectives based on the Council-approved BPT Strategic Plan.
4. Periodically evaluate and make necessary changes in the organization structure and operations to ascertain proper alignment with Tribal goals, strategies, and objectives. Ensuring that all staff is trained, competent, and effectively working to pursue and meet these goals, strategies, and objectives.
5. Knowledge and understanding of the meaning and significance of Indian Treaties, federal Trust responsibilities, Tribal-state relations, Tribal Self-Determination and sovereignty with the ability to work harmoniously with the Burns Paiute Tribal community and workforce.
6. Continuously evaluate tribal policies, regulations, and procedures. Propose and make any needed changes after gaining Council approval as appropriate.
7. Ensure preparation and gain approval for an annual tribal budgetary process and budget sufficient to pursue and meet tribal goals, strategies, and objectives, including making any needed changes in and/or complying with associated policies, regulations, and procedures.
8. Provide oversight and general supervision to all departments by working collaboratively with 2nd level managers to prepare and implement operational and program budgets plans.
9. Monitor compliance with all applicable tribal and federal policies, regulations, and procedures. Take corrective action as may be necessary and appropriate.
10. Assist staff in identifying funding resources for tribal programs and services, including capital projects and enterprises that align with the strategic direction of the BPT.
11. Oversee and provide guidance for the preparation, submission, negotiation, implementation, and monitoring of grants, contracts, and cooperative agreements between the BPT and other entities. Ensure that all grants, contracts, and cooperative agreements are managed in compliance with applicable tribal and federal policies, regulations, and procedures.
12. Oversee the planning, development, and completion of all capital projects, including land acquisition.
13. Oversee and provide guidance in managing employee performance and other personnel matters in accordance with the Employee Policy Manual, Tribal Governance Law, the Constitution of the BPT, and applicable federal laws, regulations, and guidelines.

14. Organize and hold regular, semi-annual work sessions (or more frequently if needed) to inform and keep Council members reasonably and formally up to date on tribal strategic issues, goals, achievement, the status of projects, and other information needed to help ensure the quality of their deliberations and effectiveness of their decisions.
15. Ensure provision of needed support services to the General Council and Tribal Council, including any Council-appointed committees.
16. In coordination with the Tribal Council, help ensure and support the development of appropriate and needed relationships with other tribes, government agencies, and organizational entities.
17. In coordination with the Tribal Council, serve as an official spokesperson (Point-of-contact) to the media regarding tribal plans, events, issues, etc. Ensure that any staff authorized to have media contact are adequately informed about the topic to be addressed and can communicate effectively.
18. Perform other duties as may be prescribed by the Tribal Council.

SUPERVISORY CONTROLS:

The Tribal Council outlines overall objectives in accordance with the policy and identifies limitations such as those imposed by budgeting, special areas of sensitivity, etc. The general manager selects techniques, methods, and procedures for accomplishing assignments, keeping the supervisor/Tribal Council informed of developments. Issues of concern may involve controversial and/or sensitive social, political, environmental, or social problems.

The General Manager's analyses, recommendations, and suggestions must be technically correct and consistent with overall policies and the attainment of tribal program management targets and objectives.

QUALIFICATIONS:

- Master's Degree in public administration, business administration, or a closely related field from an accredited university preferred.
- Bachelor's degree in public administration, business administration, or related field, REQUIRED plus ten (10) or more years of successful administrative/management work experience (tribal preferred), including strategic planning, policy analysis, organization change, budget development and financial management, performance management system development, public relations and board-of-control relations.
- Five or more years of successful experience managing an organization of 50 or more employees.
- Demonstrated knowledge of organizational development and change principles and techniques.
- Ability to guide the Tribal Council in identifying governance issues and opportunities and propose alternative solutions/options for policy and other decisions.
- Demonstrated skill in grant writing/management and contract development/management.
- Successful experience in capital project planning, funding, and development.
- Possess a clear understanding of the importance of tribal natural/cultural resource preservation and methods to achieve it.
- Strong oral and written communication skills, with the ability to effectively communicate with staff, tribal members, federal, state, and local governmental officials, the media, and general public.
- Demonstrated understanding of the principles of federal Indian law, including tribal sovereignty, federal trust responsibility, tribal-state relations, tribal self-determination, and tribal history.

OTHER REQUIREMENTS:

- Must submit to and pass a drug test.
- Must submit to a criminal background check
- Must possess a valid driver's license
- Must provide three (3) years of driving record.

DISCLAIMER:

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Other duties may be assigned.

INDIAN PREFERENCE:

Indian preference will be given to candidate showing proof of enrollment in a federally recognized tribe. In the absence of qualified Indian applicants, all applicants not entitled to or who fail to claim Indian Preference will receive consideration without regard to race, color, creed, sex, age, religion, or national origin.

HOW TO APPLY:

Return completed Burns Paiute Indian Tribe Application and cover letter to:

Burns Paiute Tribe
BPTTribalCouncil@burnspaiute.onmicrosoft.com

Tribal Council
100 Pasigo Street
Burns, OR 97720

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5 pm, or request one via email: tammi.holliday@burnspaiute-nsn.gov

You may also download an application here: [BPT Application](#)

HUD/NAHASDA Housing Director

Work Schedule: 20 hours per week to be determined later

Compensation: (DOE) Non-Exempt Employee

Directly Reports to: General Manager

Position Opens: March 16, 2020

Position Closing Date: Open until filled

Job Summary:

The successful candidate for this position is responsible for planning, development, administering and coordinating all phases of the Tribal Housing operations, which include (but are not limited to): accounting/reporting, operations and maintenance, securing funding, enforcing any and all regulations related to the Housing Department. Additionally, the director develops strategies to meet the services needs of the area, accounting, security, and tenant developments pursuant to HUD/NASDA and the Burns Paiute Tribe Housing Policies and Procedures.

Duties and Responsibilities:

- Responsible for management of Mutual Help, lease purchase and low rent housing in the organizations housing inventory
- Knowledge of rules and regulations governing Native American Housing programs and services
- Performs duties in accordance with NAHASDA regulations and program guidance and housing policies and procedures
- Updating and development of policies and procedures that could affect the efficient and effective operation of the housing management department
- Planning, development, and implementation of housing management services outlined in the IHP/APR
- Develop and provide training to homebuyers in Federal regulations, MHO Agreements, housing policies, upkeep and maintenance, personal budgeting, and related activities to ensure housing unit is properly maintained.
- Establish and maintain files and records of all field counseling sessions, mandatory counseling sessions, court cases and related legal proceedings
- Updates waiting list to ensure qualified Burns Paiute Tribal members receive preference in selection process
- Assist in the determination of applicant eligibility
- Maintains waiting list of eligible applicants
- Selects eligible applicants when housing unit become available
- Notifies applicants of selection and approval
- Develops and administers annual budgets with approval from the General Manager
- Works with outside agencies, contractors, federal, state and tribal officials, represents tribal housing at national and regional conferences and meetings
- Sets work priorities, participates in hiring of new staff, selects and orders new equipment, and supplies to complete jobs
- Must have a good rapport with local Indian community
- Oversees housing site development and construction of HUD homes
- Computes payments for annual re-certification
- Conducts annual recertification counseling
- Processes delinquent accounts
- Schedules mandatory counseling for non-compliance of agreements
- Negotiates payback agreements
- Enforces housing collection policies
- Implements administrative remedies prior to any legal action
- Files legal notices - termination, vacate, force entry, and eviction
- Represents the tribal program in any legal or court proceedings

- Ensures that any vacated unit is properly inspected and renovated
- Coordinated inspections, repairs, maintenance with Force account and Maintenance Department
- Provides tenant orientation on their responsibilities and obligations prior to entering into lease agreement
- Performs other duties as assigned

Experience and skills required:

- Must have a valid driver's license, and ability to be covered by tribal insurance
- Must be able to administer HUD and NAHASDA guidelines
- Excellent verbal and written communication skills
- Contractor's license desired, but not required
- Must have knowledge of all phases of construction process
- Position requires time management skills and the ability to work well with varied levels of people/customers

Education and Requirements:

- Must have a high school diploma or GED
- Bachelor's Degree preferred/related experience and/or training commensurate
- Must pass a pre-employment drug and alcohol test
- Applicant will be required to authorize a background check per Burns Paiute Employee Manual. Failure to complete the form will disqualify the applicant for consideration for the position
- Indian preference will be given to applicants showing proof of enrollment in a federally recognized tribe. In the absence of a qualified Indian applicant, all qualified applicants not entitled to or who fail to claim Indian Preference will receive consideration without race, color, creed, sex, politics, age, religion or national origin.

Return completed Burns Paiute Indian Tribe Application, Cover Letter, Curriculum vitae/resume, and transcripts to:

Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: Tammi.Holliday@burnspaiute-nsn.gov

Family and Child Services Director

Work Schedule: Monday - Friday 8:00a.m. - 5:00 p.m.

Compensation: (DOE)/Exempt Employee

Excellent Benefit Package: Dental, Medical, Vision and Retirement

Directly Reports to: General Manager

Position Opens: March 16, 2020

Position Closing Date: Open until filled

Position Summary:

The Family and Child Services Director acts in a key supportive leadership role within the Burns Paiute Tribe whose primary responsibility is the oversight of the Tribe's Social Services. The Director provides guidance to the General Manager in planning Family and Social Services strategies, goals, initiatives and structure in alignment with the Tribe's values and vision. The Director is responsible for budgetary and performance measures, achievement of goals and strategies, grant writing and reporting, and results of monitoring functions. The Director acts on behalf of the Tribe as the facilitator of the Child Protection Team and Adult Protective Services and oversees establishing protocols for the Teams and for staffing cases brought forward. This position works towards and encourages collaboration with the Tribe's programs and outside agencies to carry out optimal Tribal member care and support services while protecting and maintaining the confidentiality of all clients.

Duties and Responsibilities:

- Responsible for the operations of designated Social Services & departments, to include, operational planning, award & funding compliance, budgets, and records management
- Recruit, hire, oversee, evaluate, and train key positions within the Social Services Department and manage supervisory personnel
- Update and or develop procedures for Social Services programs which include but are not limited to: General Assistance; Child Care Program; Juvenile Crime Prevention Program; Domestic Violence Awareness Program; BIA Social Services Program; BIA Indian Child Welfare Program.
- Assists with program referrals to other Tribal services or community programs
- Regularly reviews all cases to ensure quality and adherence to local, state and federal guidelines or regulations
- Responsible for efficient and effective utilization of Social Services programs' resources
- Provides guidance, mentoring and support to Social Services management staff
- Responsible for services and quality assurance in the Family and Social Services programs, and resolution of concerns
- Ensures workplace safety guidelines are followed
- Ability to develop and maintain relationships with Tribal Community Members. This includes elders and all those that reside on the reservation, and the surrounding areas. Relationship building is key in this position, especially in child welfare cases or domestic violence crisis.
- Develop and maintain relationships with Tribal community partners and all Tribal departments and programs including and not limited to: Tribal Police, Tribal

Courts, Tribal Housing, Natural Resources, Tribal Administration, Tribal Education, Tribal Culture & Heritage Programs and Enrollment

- Develop and Maintain relationships with local community partners including: Department of Human Services, Local Schools & Staff, behavioral health organizations and agencies, District Attorney's Office, Victim Services, Harney County Corrections, and Harney County Juvenile Department
- Collaborate with community agencies as necessary and to represent the Tribe to guarantee the Tribe's needs are not neglected in the Social Services arena. Currently the committees represented by the BPT Social Services department are: Multi Disciplinary Team, Community Action Team, Community Action Team, Harney County Commission of Children & Families, Harney County Behavioral Health Advisory Board and Harney Partners for Kids and Families
- Maintain a on-call status for times of crisis, to respond or send a designee
- Responsible to monitor ICWA cases that are in start or other Tribal courts with children eligible to be enrolled in the Burns Paiute Tribe, intervening in cases and working with NAPOLS., Tribal Court, and ICWA committees regarding the case
- Maintain monthly ICWA advisory meetings, maintaining documentation, offering training to ICWA committee members, participate in State ICWA cluster meetings, complete necessary reports to BIA regarding ICWA notices and responds to all ICWA notices within the time frame
- Provide training to the Tribal community regarding child welfare including mandatory reporting training, good touch/bad touch training, sex education classes, etc
- Work with staff to develop a yearly plan for activities, trainings, and speakers. Plan, coordinate, and follow through with logistics, resources, and activities that are geared to living on the reservation and Tribal members' needs
- Coordinate Parenting classes for community members
- Complete 6 months and yearly reports to BIA and Tribal General Council. Complete reports to Tribal Council as required
- Develop policies and procedures as they relate to changing programs; work with Tribal Court personnel to develop Tribal Codes involving child welfare and delinquency
- The facilitator of the Child Protection Team and Adult Protection Team are responsible to ensure investigations are completed and appropriate actions are taken after a report of harm is filed. Writes grants for Social Services and assists managers to write grants and budgets and budget narrative for them
- It is the intent of this job description to highlight the essential functions of the position; however, it is not an all-inclusive list. The incumbent may be called upon and required to follow or perform other duties and tasks as requested by his/her supervisor, consistent with the purpose of the position, department and/or the Burns Paiute Tribe's objectives.
- Other duties assigned

Required Qualifications:

- Travel Local In-State Out-of-State, travel required for grant management, training and meetings.
- Minimum of a Bachelor's degree required in Social Work, Public Health, Humans Services or related field
- Ten years of experience in managing Social service programs, and personnel management.
- Experience in the development of human service strategies
- Experience managing private, state and federal grants; and grant compliance
- Experience in budget management
- Experience in policy and procedure development & implementation
- Knowledge and experience working with cultural diversities
- Knowledge of the Burns Paiute Tribe's culture and traditions
- License/Certification (or willingness to become certified)
- Valid Oregon Driver license and must remain insurable under the Tribe's policy. Extensive background check is required.

Desired Qualifications:

Knowledge base must include:

- The laws and policies related to Senior and Disabilities Services programs; Oregon Department of Human Services; Bureau of Indian Affairs; Indian Health Services
- The terminology commonly used in human services fields or settings;
- The elements of the care coordination process;
- The resources available to meet the needs of recipients;
- Critical Incident Reporting and Reports of Harm;
- The ability to organize, evaluate, and present information orally and in writing; and
- The ability to work with professional and support staff

Indian Preference

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Return completed Burns Paiute Indian Tribe Application, Cover Letter, Curriculum vitae/resume, and transcripts to:

Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: Tammi.Holliday@burnspaiute-nsn.gov

Finance Administrative Assistant

Part Time Position: Finance Administrative Assistant
Hourly Rate: \$15.00 to \$20.00 DOE
Opens: March 19, 2020
Closes: Until filled

Duties and Responsibilities, including but not limited to

- Data Entry
- In the absence of the Administrative Assistant will cover front desk, phones, process incoming and outgoing mail, etc.
- Copies, collates, and binds reports, etc.
- Make weekly bank deposits
- Review and approve work of coworkers
- Audit Readiness*Prepare for and assist with annual audit of Accounts Payable, Grants, Contracts, and Fixed Assets
- Other duties as assigned

Qualifications:

- Any combination of education and/or experience providing the required skill and knowledge for success performance will qualify. High school diploma or GED
- General knowledge of computer hardware and software
- Experience with Word Perfect, Word Processing software, and Excel
- Team player personality with strong interpersonal and communication skills
- Commitment to confidentiality

Successful Candidate must:

- Submit to, and pass a drug test
- Agree to a criminal background check
- Sign confidentiality clause

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Language and Traditional Culture Program Manager

Job Title: Language and Traditional Culture Program Manager
Department: Culture & Heritage
Reports to: Culture & Heritage Director
FLSA Status: Full time/permanent (+ benefits after probationary period)
Opens: March 10, 2020
Closes Open until filled (applications received by 5pm March 24th, 2020 will receive first consideration)
Salary: Salary commensurate to GS-9/11 (Exempt), DOE

This Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTION

Develop the Wadatika Neme Yaduan Language and Traditional Culture Program's growth, capacity, and expertise to meet the increasing needs of the Tribal community for education in Northern Paiute language and culture.

1. Manage the daily efforts of the program including supervising and mentoring staff, program planning and administration of the Language and Traditional Culture Education Program; maintain and improve Burns Paiute Nation's language and traditional culture proficiency among Burns Paiute tribal community and staff.
2. Supervise and set expectations for performance of staff; prepare written performance evaluations; initiate corrective and disciplinary action if necessary.
3. Encourages each staff member to reach their full potential in the Language and Traditional Culture Education Program.
4. Manage the daily fiscal management and responsibilities of the program, including preparation of the program's annual budget.
5. Implement a productive management system of effective staff utilization and sound budget practices.
6. Maintain and implement departmental Standard Operating Procedures (SOP's) in keeping with the Language and Traditional Culture Education Program's strategic plan.
7. Supervise implementation of appropriate tribal policies and procedures with the program environment.
8. Establish an on-going system of progress evaluation for the program and components of program.
9. Plan and implement program objectives and operational goals.
10. Develop and Manage with participating tribal community, a Burns Paiute Tribal Language Certification process.
11. Lead the Supervise development of internal and publicly accessible sets of language and traditional culture lessons.
12. Perform other related duties as deemed necessary.
13. Maintain strict confidentiality of sensitive and/or intellectual property information that may present itself during program activities.
14. Demonstrate proficiency in Northern Paiute or be willing to actively work towards language proficiency.
15. Maintain complete records of progress and outcomes of assigned program objectives.
16. Assist with language recording efforts as needed.
17. Manage program related activities such as field trips, project meetings, and scheduling activities in concert with the objectives of grants, strategic plan, and participating community input.
18. Participate and be engaged in the short, midrange, and long-term language team efforts as outlined the program's strategic plan, with the Burns Paiute tribal community and staff.
19. Work as a member of the Language Team to manage language and culture outreach while integrating components of traditional and contemporary education and language into events co-sponsored by multiple programs and departments.

20. Maintain an impeccable attendance record, and be available for flexible work scheduling (day, evenings, weekends, some holidays).
21. Writing grant applications toward supplemental program funding.
22. Other duties as assigned.
23. Provide regular (weekly) detailed written and verbal progress updates to the Culture & Heritage Director.

Disclaimer

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Other duties may be assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Native American Studies, Education, Anthropology, Linguistics or related field required. A Master's Degree in the same preferred.
2. At least three years' experience in curriculum development with an emphasis on 2nd language acquisition and teaching in a multicultural environment required. Experience with State of Oregon k-12 curriculum requirements a plus.
3. Two years supervisory experience, including project management.
4. Two years administrative experience, including records management, budget management, administration of federal grants and contracts and project and language planning.
5. Experience in teaching in Tribal and/or Oregon Public Schools settings, along with participation in lesson and curriculum development and planning preferred.
6. Excellent communication skills and ability to work with others.
7. Valid Oregon State Driver's License, dependable vehicle and required insurance.
8. No misuse of or abuse of alcohol or other illicit mind-altering drugs 3-years prior to date of employment.
9. Ability to work effectively with tribal community Elders and youth (demonstrated experience preferred).
10. Successful grant writing experience preferred.
11. Possess a working understanding of Indigenous Great Basin cultures, and the ability to assist in the incorporation of those cultural norms into research methods and practice.
12. High energy individual with the ability to provide assistance and support to Elder Language Experts as they serve as expert language consultants with the Language and Traditional Culture Program.
13. Experience with or ability to quickly learn effective use of digital recorders, digital cameras, etc.).
14. Ability to communicate effectively, both orally and in writing;(understanding and/or conversational fluency in Northern Paiute, particularly in the Wadatika dialect, preferred). Willingness to actively work toward Wadatika Yaduan conversational proficiency.
15. Maintain First Aid/CPR certification

Indian Preference

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HOW TO APPLY:

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WE WANT YOU



FOR WILDLAND FIRE

CAMP CREW

- *Work on a call-when-needed basis
- *Wages from \$15.48-\$20.84/hr
- *Set up/take down fire camp; load and unload supplies; clean-up
- *Must be 16 years old by June 10 to apply, in good physical health, able to pass drug and background checks
- *Crew Member and Crew Boss positions available

APPLY
March 13-May 1

*Applications available at Burns and Crane High Schools,
the local Employment Office and BLM.*

Email: orbic@firenet.gov

MORE INFO → **(541) 573-4545**

